



The Commonwealth of Massachusetts

Committee for Public Counsel Services

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PRIVATE INVESTIGATOR PAYMENT VOUCHERS

December 30, 2002

Dear Attorney:

On October 17, 2002, the CPCS governing board approved reforms to our private investigator payment policies. These reforms impact both assigned counsel and the private investigators who are compensated under the Indigent Court Costs Act. Effective with bills received on or after January 22, 2003, assigned counsel must provide additional information when certifying an investigator's payment voucher. This information should be added directly to the payment voucher and must include the following:

- Your Notice of Assignment of Counsel (NAC) number
- Your BBO number (in addition to your signature)
- The first and last name(s) of the investigator(s) who worked on the case

This information should be clearly listed under your certification. Any payment vouchers that do not include the above information and any payment vouchers on which the information is not legible will be returned for completion or clarification. As you know, if the voucher has to be returned to you, then payment to your investigator will be delayed. To assure timely payment to your investigator for services rendered on the case, we urge you to fully complete each investigator's payment voucher by adding the information that is now required.

Thank you

**PRIVATE INVESTIGATOR PAYMENT VOUCHER (PV)
INSTRUCTION FOR COMPLETION**

****INCOMPLETE VOUCHERS WILL BE RETURNED TO THE VENDOR**

The term vendor is used below in reference to the person or company seeking reimbursement.

REMINDER: THE COMMONWEALTH'S FISCAL YEAR RUNS FROM JULY 1 THROUGH JUNE 30. PLEASE SUBMIT SEPARATE PV'S FOR EACH FISCAL YEAR.

INFORMATION REQUIRED FROM PRIVATE INVESTIGATOR:

1. **Vendor's Certification:** Requires the original signature of the provider of the services.
2. **Dept.:** Will always be CPC
3. **Vendor Invoice Number:** Whatever information the vendor wants to use to identify the payment. This information will appear on the check stub. Subsequent bills for this case must have different identification, i.e. this bill is Smith, the next bill should be Smith-2, etc.
4. **Vendor Code:** A vendor code must be established and on file with the Commonwealth before a vendor may be paid. It consists of the social security number and the first four letters of the last name, or the social security number and K001 or a federal income tax identification number and four assigned digits. To establish a vendor code, contact CPCS Private Attorney Payment Department.
5. **Vendor Name and Address:** Name and address of the person whose vendor code is listed. The Committee must receive written notification of address changes on letterhead with an original signature.
6. **Quantity:** Total number of hours worked
7. **Unit Price:** Hourly rate (see Expert Qualifications and Rates).
8. **Amount:** Hours x rate
9. **Client Name**
10. **Court**
11. **Type of Service Provided:** Private investigator

12. Dates of Service: Beginning and ending dates of service. PLEASE SUBMIT SEPARATE PV'S FOR EACH FISCAL YEAR. A fiscal year runs from July 1 through June 30.

13. Attach the following items to the completed PV:

- **Itemization of services:** Attach detail of dates, time and services rendered (lump sum or flat rate billing will be rejected).
- **Allowed Motion:** Attach complete copy of the allowed motion pursuant to G.L. c. 261, s 27 A - G. (Total amount billed to date cannot exceed total of allowed motion.)

14. Send completed PV and attachments to the attorney.

INFORMATION REQUIRED FROM ATTORNEY:

1. **Notice of Assignment of Counsel (NAC) number** or reason you do not have this information
2. **BBO Number**
3. **Attorney first name, attorney last name**
4. **First and last name(s) of each private investigator(s) who performed services on the case.**
5. **Signature under certification**
6. **Send completed bill to:** Committee for Public Counsel Services
Private Attorney Payment Department
44 Bromfield Street
Boston, MA 02108